



# LEARN BY TERM

## **BUSINESS ADMINISTRATION SYSTEMS FINANCIAL PERSPECTIVES CERTIFICATE**

### **Program Description**

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Financial Perspectives Certificate prepares the student for entry-level positions in accounting, financial services and small business management.

### **List of Colleges**

**Ashland Community and Technical College, Big Sandy Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College** and **West Kentucky Community and Technical College** offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

## Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a “course inquiry” submit form through [www.kyvc.org](http://www.kyvc.org) . KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student’s chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at <http://www.kctcs.edu/en/Students/LearnByTerm.aspx>.

## BAS – Financial Perspectives Certificate

Upon completion of this certificate, the graduate can:

1. Demonstrate an understanding of basic financial accounting concepts for decision-making, planning and controlling.
2. Maintain a simple accounting system for a small business.
3. Apply the rules of debit and credit in recording transactions and recognize the normal balance of accounts.
4. Apply the principles of internal control including petty cash procedures and bank reconciliation.
5. Demonstrate an understanding for valuing and recording inventory.

## Course Requirements

Here is a listing of the classes involved in this certificate. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at <http://www.kctcs.edu/en/Students/LearnByTerm.aspx> under student services.

| <b>Financial Perspectives</b> |                      |                                  |                     |
|-------------------------------|----------------------|----------------------------------|---------------------|
| <u>Course Prefix</u>          | <u>Course Number</u> | <u>Course Title</u>              | <u>Credit Hours</u> |
| <b>Required:</b>              |                      |                                  |                     |
| ACC                           | 201                  | Financial Accounting OR          | 3                   |
| ACT                           | 101                  | Fundamentals of Accounting I AND | (3)                 |
| ACT                           | 102                  | Fundamentals of Accounting II    | (3)                 |
| BAS                           | 160                  | Introductions to Business        | 3                   |
| BAS                           | 120                  | Personal Finance                 | 3                   |
|                               |                      | <b>Total Credits</b>             | <b>9-12</b>         |

**Helpful links:**

APPLICATION: [http://www.kctcs.edu/students/admissions/apply\\_online.aspx](http://www.kctcs.edu/students/admissions/apply_online.aspx)

CALENDAR: <http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx>

CONTACTS: [http://www.kctcs.edu/Students/LearnByTerm/Learn\\_By\\_Term\\_Advisors/College\\_Contacts.aspx](http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx)

COURSES: [http://www.kctcs.edu/Students/LearnByTerm/Online\\_Courses.aspx](http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx)

FINANCIAL AID: [http://www.kctcs.edu/Students/Costs\\_and\\_Financial\\_Aid.aspx](http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx)

GETTING STARTED: [http://www.kctcs.edu/Students/LearnByTerm/Getting\\_Started.aspx](http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx)

STUDENT TUTORIAL: <http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx>

KCTCS COURSES AVAILABLE AT KYVC: <http://kyvc.org/>